

## **Historic, Archive Document**

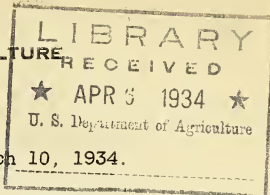
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OFFICE OF ACCOUNTS.  
CL-13A (Revised)

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C.

March 10, 1934.



STANDARDIZED GOVERNMENT TRAVEL REGULATIONS - Revised  
Issue date January 30, 1934

List of Additions, Eliminations and Changes

Par.2,p.2 - Reimbursable expenses:- Modified to read "Traveling expenses which will be reimbursed are confined to those expenses essential to the trans-acting of the official business".

Par.3,p.2 - Official Station - Modified to include "designated post of duty and official station mean one and the same xx" and to define limits where headquarters is located in an unincorporated town or on a reservation; also states that "in no case shall a place within two miles of a traveler's office or living quarters be considered as away from his post of duty".

Par.9. Routing of travel:- Reference to paragraph 117 in error. Correct reference is 95.

Par.12.Use of own conveyance - Actual expense basis:- Omit reference to travel on actual subsistence expense basis.

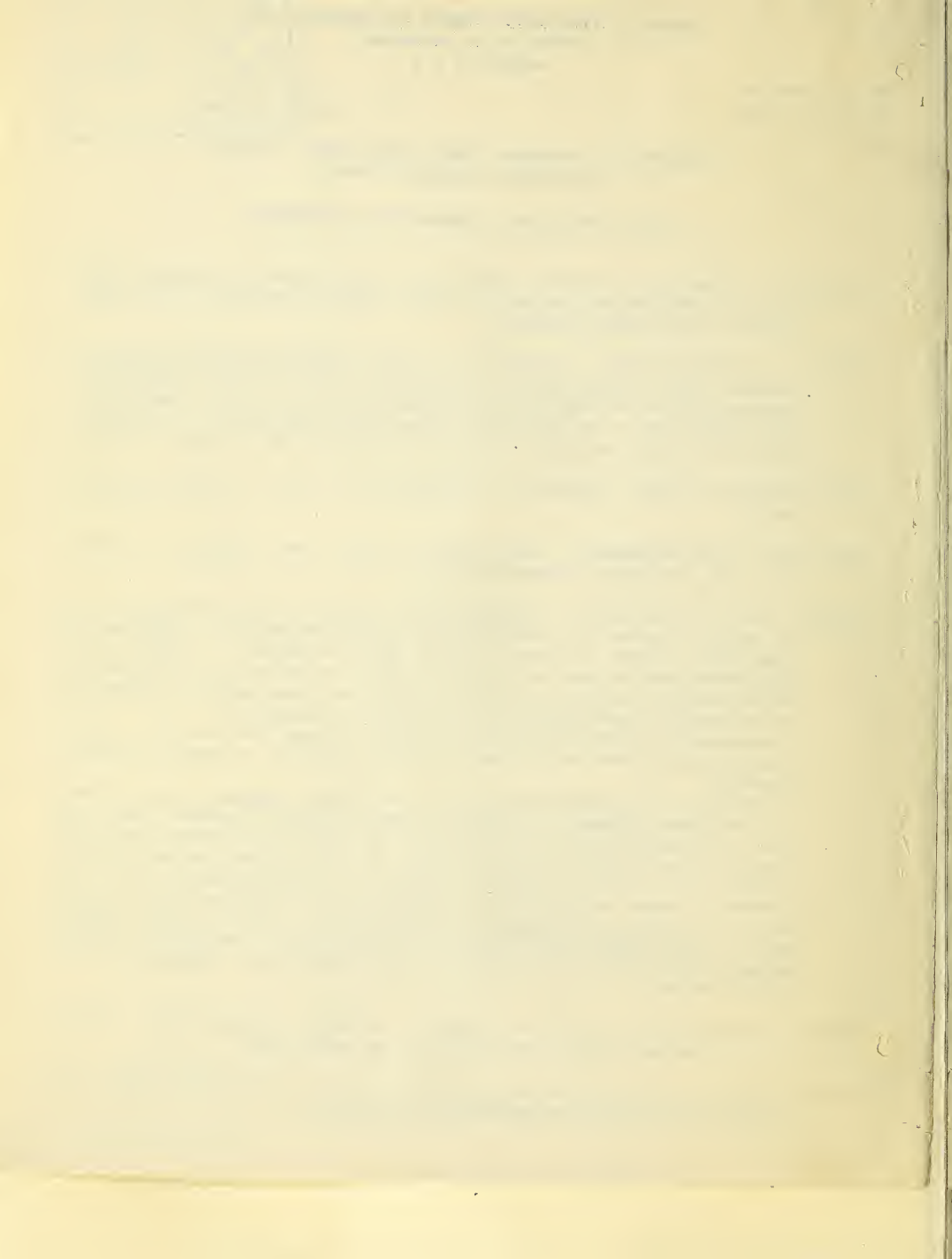
Par.12a. Use of own conveyance - Mileage Basis:- Modified to read "Mileage in lieu of actual expenses of transportation under paragraph 12, regardless of subsistence status and hours of travel may be allowed \* \* \* away from his designated post of duty or official station as defined in paragraph 3". Rates changed from three cents for motorcycle and seven cents for automobile to two cents for motorcycle and five cents for automobile.

Reference to travel on actual subsistence expense basis omitted. Allowance of mileage from and to limits of official station or post of duty only, inserted.

Last part of paragraph modified to read "When by general order officers and employees engaged in necessary travel on official business, away from their designated post of duty or official station, are authorized to use their own motorcycles or automobiles, at not to exceed certain rates of mileage within their respective limited territories whenever the cost thereof is more economical and advantageous to the United States, there must be attached to the vouchers covering payment of such mileage a statement of fact showing that the use of the motorcycle or automobile and the payment on a mileage basis were more advantageous and economical to the United States".

Par.13. Accommodations on trains and steamers. Refers to paragraph 57(b). There is no paragraph 57(b) in either old or new regulations.

Par.13a. Provides for one standard lower berth for each person and lowest rate first class stateroom accommodations on steamers.



Par.13c(old) which provided for superior accommodations under certain conditions is omitted.

Par.13c(new) provides "Thru sleeping car accommodations should be obtained in all cases where more economical to the Government, when practicable".

Par.27. Indirect route travel:- Refers to paragraph 13(d); apparently should be 13(c).

Par.31. Uncompleted journeys:- Modified to include "A statement of facts must be furnished for each interrupted air trip in the course of which the ship is grounded or any part of the air trip canceled short of destination, such statement to include a description of the accommodations furnished upon resumption of travel".

Par.34. Refers to paragraph 105(c); should be 83(c).

Par.35. Lost or stolen transportation requests:- Modified to provide that copy of report of lost or stolen transportation requests be sent promptly to the General Accounting Office.

Par.39. Excess baggage:- Refers to paragraph 80(a) to (g). Paragraph 80(a) states that receipts will be required for excess baggage. Paragraph 80(g) provides that receipts will be required for miscellaneous emergency expenditures where the amount involved is in excess of \$1.00. Intervening paragraphs (b) to (f) have no bearing on excess baggage. Reference to 80(g) is confusing since receipts are required for all excess baggage.

Par.44. Definition of Subsistence:- Modified to include all items now included in per diem in lieu of subsistence.

Par.45. Subsistence allowance:- Modified to cover per diem allowance only, with maximum allowance of \$5.00 in Continental United States and an average of \$6.00 beyond the limits of Continental United States, and continues "The rates of the per diem in lieu of actual expenses for subsistence authorized by law represent the maximum allowable, not the minimum. It is the responsibility of the heads of the departments and establishments to see that travel orders authorize only such per diem rates as are justified by the nature of the travel. To this end care should be exercised to prevent the fixing of a per diem rate in excess of that required to meet the necessary authorized expenses". Wording follows Executive Order dated June 30, 1932.

Par.47. On vessels:- Modified to provide for allowance of per diem on vessels only when specifically authorized.

Par.51. Day defined:- (Old paragraph 66) Modified to include basis for computing per diem for periods of less than twenty-four hours and to include provision that no per diem will be allowed for absences between 8 a.m. and 6 p.m. of the same day or for any absence not exceeding three hours.



- Par.56. Copies of messages:- (Old paragraph 71) Reference to paragraphs 80(o), (p), (s), (t) should be 80 (q), (t), (u).
- Par.76. Hire of room for official use:- (Old paragraph 91) Reference to par. 80(h) should be 80(i).
- Par.80(f). How stated:- (Old paragraph 95(h)) Paragraph relating to preparation of receipts for lodging and meals omitted. Paragraph regarding form of receipts to be secured modified to include Standard Form 1012-d.
- Par.81. Receipts not required:- 81(e) refers to 80(g); should be 80(r).
- Par.84. Rendition of accounts:- (Old paragraph 106) Modified to provide for rendition of accounts currently for each trip of less than two months duration, or for the period ending with the month following the beginning of the travel, or for the period beginning with the month preceding the completion of the travel, but not more frequently than monthly by calendar month \* \* \*. For travel involving mileage only, amounts claimed for use of personally owned motorcycle or automobile may be vouchered and reimbursed more frequently than monthly where the amounts due aggregate in excess of \$25.00.
- Par.89. Payments to other employees:- Reference to paragraph 47(b) in error; should be 11(c).

#### ADDITIONS TO APPENDIX

- Appendix VI Use of U. S. Government Transportation Requests for securing round trip tickets.
- Appendix VII Use of U. S. Government Transportation Requests for securing one-way tickets.
- Appendix XIV Permanent Reduction of Travel Allowances.
- Appendix XV Reduction in mileage allowances and limitation of travel allowances to lowest first-class rate.



